

JOB OPPORTUNITY

Job Opportunity Bulletin:	#07-196
Final Filing Date:	June 3, 2008 or Until Filled

Position:	Salary:	Location:
Office Technician (Typing) <i>Half-time</i>	\$1,343 - \$1,632	Office of Statewide Health Planning & Development Facilities Development Division 1600 Ninth Street, Room 420 Sacramento, CA. 95814

General Statement: Under the direct supervision of the Supervisor, Health Facilities Review (Sup, HFR) with lead direction from Regional Compliance Officer (RCO) and regional architects. The incumbent provides support for a specific geographic region.

Duties:

- Provide clerical support to the Sup HFR, RCO and regional architects.
- Maintain confidential and administrative files.
- Maintain the Sup HFR and RCO calendar.
- Secure all travel arrangements for the Sup HFR and RCO and maintain expense claims and records using CalATERS.
- Screen and refer incoming calls.
- Screen incoming correspondence and refer for appropriate action.
- Assists the Sup HFR and RCO in the preparation of quarterly briefing materials, PowerPoint presentations for seminars and public meetings/speeches, etc.
- Attend meetings as needed to record meeting minutes, transcribes and disseminates minutes.
- Prepare confidential and highly sensitive memos, reports, and correspondence for the Sup HFR and RCO signature, responding to written or verbal inquiries, regarding various issues.
- Edit correspondence for grammar, spelling and clarity.
- File, update and maintain regional code books.
- Input data into the Division's various databases and electronic files (Logbook).

Desirable Qualifications:

- Good working knowledge of personal computers and software, including Microsoft Office Suite.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent spelling, grammar, filing, and organization skills.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management staff, support staff, and the public.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHDP - Facilities Development Division
Attention: FDD Personnel (**JOB #07-196**)
1600 Ninth Street, Room 420
Sacramento, CA 95814

For more information contact Glenn Gall at (916) 654-2001

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.